



Town of Erie

New Officer Hiring Process

The Town of Erie's New Officer hiring process will include all the steps listed below. All candidates will be notified by Human Resources following the completion of each phase of the process whether or not they have been selected to continue on in the process.

1. Application

- ▶ Applications will be screened prior to the examination dates.

Lateral Entry (Certified Police Officers) candidates must participate in all Town of Erie screening and examination processes for Police Officer. Candidates to be considered for this level must:

- Possess a Colorado P.O.S.T. Certification or for out-of-state applicants, must have the ability to successfully challenge P.O.S.T. and obtain certification.
- High school diploma or equivalent (GED)
- Must be at least 21 years of age.
- Must be able to attain and maintain a variety of law enforcement certifications.
- Valid Colorado Driver's License and satisfactory driving record.

- ▶ Candidates who are eligible to participate in further testing will be advised on how/when to proceed.
- ▶ All documents submitted with an application are, after receipt, considered the property of the Town of Erie and will not be returned.
- ▶ Candidates who test with the Town of Erie must wait a minimum of 12 months before becoming eligible to test for a subsequent process.

2. Written Exam

The National Police Officer Selection Test

- Math Test
- Reading Comprehension
- Grammar
- Incident Report Writing

The National Police Officer Selection Test is used to identify the most qualified candidates for the position of Police Officer. Each section is used to gauge the ability and competency of each individual.

Math Testing - measures the candidate's ability to correctly add, subtract, multiply, divide and determine proper percentages and simple averages.

Reading Comprehension – measures the candidate's ability to read and accurately interpret operating procedures, department directives, training materials, state statutes, traffic regulations, etc...

Grammar – measures the candidate's ability to spell and use grammar and punctuation correctly.

Incident Report Writing – measure the candidate's ability to write grammatically correct, complete sentences. Words must be spelled correctly and punctuation must be used accurately.

3. Physical Agility Testing

Physical Agility Testing is administered by the staff of the Erie Police Department and held in conjunction with the Written Exam. Candidate will be required to complete an obstacle course and run a distance of ¼ mile within specified time.

4. Oral Board Exam

The oral board exam (interview) is conducted in front of a panel of assessors selected by the Police Department and Human Resources. The panel is normally comprised of (1) Sergeant, (1) Police Officer, (1) Community Member and (1) Human Resources Representative. The interview is behaviorally based and covers a variety of issues. It provides candidates with an opportunity to share their personal experiences and express personal views on current issues. The Oral Board Exam provides the panel with an opportunity to learn more about the candidate and see how they perform and respond under pressure.

5. Personal History Questionnaires (PHQ) and Release of Information Agreement

As part of the background investigation, participating candidates will be sent a PHQ and Release of Information Agreement from Summit Consulting for completion and return. The PHQ will cover information to include, but not limited to:

- Criminal and driving history
- Drug and alcohol use
- Personal references, residential history
- Education and training credentials
- Undetected criminal activity
- Employment history
- Financial history
- Military service

All candidates selected to take part in the recruitment and hiring process will be required to submit a Release of Information Agreement for Summit Discovery Group who is responsible for conducting the Town of Erie's background investigation. Regardless of whether a candidate is a current officer or one who left policing in good standing, they must provide for a full and unconditional release of prior personnel records including disclosure of the existence and content of any sealed files/records.

Important Notice: Any misrepresentation, falsification, omission or deception regarding information contained on the PHQ will be grounds for disqualification from the examination process. All information provided shall be confirmed and investigated during the polygraph interview and background investigation.

6. Polygraph

If a candidate receives approval from the Erie Police Department to move forward, they will be informed to contact Amich & Jenks to arrange a time to schedule their polygraph test.

Amich & Jenks

4851 Independence St., Suite 199
Wheat Ridge, CO 80033
303-431-9544

Below is a list of areas that may be explored during the polygraph:

- Complete disclosure of all information pertinent to employment with the Town of Erie to include, but not limited to, application, personal history questionnaire, credentials and references.
- Information pertinent to past employment including dates, positions held, reasons for separation, and misconduct while employed.
- Military service record
- Driving history
- Criminal activity, including illegal drug use within the last five years.
- Perjury or fraud, including falsifying company records, falsifying police reports or other governmental records, accepting bribes or gratuities.
- Any misconduct as a police officer, including criminal activity, damage to property, abuse of authority, or excessive force.
- Activity that would reflect poorly upon the Police Department or allow the applicant's position with the Town to be compromised.
- Any other information pertinent to your employment with the Town of Erie Police Department.

7. Background Investigation

The background investigation will be conducted by Summit Discovery Group and will include, but not be limited to, contact with the applicant's former employers, associates, neighbors, and other pertinent sources. In addition, the candidate's application, integrity responses, military history, school records, police records, driving record, and Personal History Questionnaire responses will be researched.

Once results have been received from Summit Discovery Group on potential candidates, the Erie Police Department will determine if a candidate, based on the results of the background screening, will continue to move through the hiring process.

8. Interview with the Chief of Police

The Chief of Police will schedule a personal interview with the top candidates to determine their continuation in the hiring process. The Chief will be provided with each candidate's file with all pertinent information to include: employment application, written and agility test scores and Oral Board Exam recommendations.

9. Physical Exam and Psychological/Suitability Evaluation

This final phase of the selection process will be conducted after a conditional offer of employment is made. The physical/medical exam will include a fitness for duty test based on the requirements in the job description and substance screening. The information obtained during this testing process is considered privileged and confidential and will not be provided to candidates.

- **Suitability Evaluation (Physical & Psychological Examination)**
- The suitability evaluation will be performed and certified by the offices of:

Psychological Examination

Nicoletti & Flaherty

3595 S. Teller Street #310
Lakewood, CO 80235
303-989-1617

Physical Examination

Workwell Occupational Medicine

205 S. Main Street, Suite G
Longmont, CO 80501
303-827-3158

After all tests results are received by the Erie Police Department or Human Resources, final selections will be made and an official offer will be extended to the candidate by the Chief of Police.



Potential Disqualification Factors

The following criteria may disqualify an applicant from selection at any point in the process. Candidates will be evaluated on a case-by-case basis. Backgrounds of each applicant will be evaluated on the basis of overall character and integrity.

Character

- ☐ Falsified a written report
- ☐ Given perjured sworn testimony at any time as an adult
- ☐ Offered, paid, solicited, or accepted a bribe at any time
- ☐ Current or former member or supporter of any group that seeks to alter the form of government of the United States of America by unconstitutional means

Certification/Eligibility

- ☐ Falsified documentation of a college degree, transcript, or specialized training
- ☐ Falsified documentation of law enforcement certification
- ☐ Knowingly falsified requested information during the selection process
- ☐ Cheated on any portion of the selection process

Employment History (Includes school and military)

- ☐ Any dishonorable discharge from military service
- ☐ Deliberate fabrication of any information related to a job
- ☐ Failure to report a discharge, forced termination, or resignation due to performance issues since age 18
- ☐ Sick Leave Abuse as noted in a performance assessment

Previous Law Enforcement

- ☐ Solicited or accepted a bribe at any time as a law enforcement officer
- ☐ Given false statements or falsified a report at any time as a law enforcement officer
- ☐ Use of any illegal drug, on or off duty, while employed as a law enforcement officer
- ☐ Unlawful use of physical force within the past five years while serving as a law enforcement officer

Criminal Behavior

- ☐ Any felony conviction
- ☐ Conviction of any domestic violence related offense
- ☐ Any misdemeanor conviction in the past three years
- ☐ Any felony adjudication as a juvenile
- ☐ Self-admitted commission of any felony as an adult
- ☐ Any sexual assault committed against an adult or child at any time
- ☐ Applicant is currently subject to any restraining order pursuant to a domestic violence proceeding, or which prohibits them from possessing a firearm
- ☐ Any pattern of criminal activity (self-admitted or otherwise)

- ☐ Colorado POST Disqualifying Misdemeanors

C.R.S.	Cite
18-3-204	Assault in the third degree
18-3-402	Sexual Assault
18-3-404	Unlawful sexual contact
18-3-405.5	Sexual assault on a client by a psychotherapist
18-3-412.5	Failure to register as a sex offender
18-6-403(3)(b.5)	Sexual exploitation of a child (as it existed prior to July 1, 2006)
18-7-201	Prostitution prohibited
18-7-202	Soliciting for prostitution
18-7-203	Pandering
18-7-204	Keeping a place of prostitution
18-7-302	Indecent exposure
18-7-601	Dispensing violent films to minors
18-8-102	Obstructing government operations
18-8-103	Resisting arrest
18-8-104	Obstructing a peace officer, firefighter, emergency medical services provider, rescue specialist, or volunteer
18-8-108	Compounding
18-8-109	Concealing death
18-8-111	False reporting to authorities
18-8-113	Impersonating a public servant
18-8-114	Abuse of public records
18-8-201	Aiding escape
18-8-204.2	Possession of contraband in the second degree
18-8-208	Escapes
18-8-208.1	Attempt to escape

Integrity

- Theft of goods and/or money (added together) of more than \$100 from an employer within the past three years
- Any incidents of misdemeanor shoplifting or accessory to shoplifting, whether detected or not, within the past 3 years

Financial Responsibility

- Any checks intentionally written on a closed account
- Two or more separate incidents within the past five years of being convicted of or having wages garnished for failure to pay child support

Drug/Alcohol Use

- Use of marijuana within the last 36 months
- Use of any other illegal drug within the last 60 months
- Any production, cultivation, transportation or sale of illegal drugs
- Any instance of fraudulently obtaining a prescription medication or controlled substance or forging a prescription order
- Refusal to agree to submit to applicants' substance screening
- Evidence of excessive alcohol use

Driving Record (Driving Positions)

- Any DUI/DUID or DWI convictions within the past three years
- Any citation for reckless driving or speed contest/drag racing in the last three years (determined by cited offense, not by plea disposition)
- Any driver's license revocation, denial, suspension, or cancellation within the last three years
- Any driver's license revocation as a Habitual Traffic Offender
- Any Hit and Run accidents within the last three years
- Failure to show proof of liability insurance (Colorado drivers) if applicant owns a vehicle
- Conviction of three or more moving violations in the past three years